

# Indiana University specific Cataloging Help Documentation

1. [Login](#)
2. [Create New Record \(pre-scanning\)](#)
3. [Search Records/Results](#)
4. [Create/Edit Record](#)
  - a. [Create/Edit Title](#)
  - b. [Create/Edit Name](#)
  - c. [Create/Edit Publisher](#)
  - d. [Create/Edit Subject](#)
  - e. [Create/Edit ID](#)
  - f. [Create/Edit Note](#)

The IN Harmony cataloging tool has been designed to assist the Indiana Historical Society, Indiana State Library, Indiana State Museum and Indiana University's Lilly Library catalog sheet music that will eventually be delivered by the IN Harmony: Sheet Music from Indiana website.

After login, catalogers from each institution will only be able to edit or create records that pertain to their institution. Records created by other institutions can be viewed ([described below](#)).

## Login

A username (e.g., username@institution.org) and password is required in order to login to the cataloging tool. It is a two-step process: create an IU account and register the account. More information is available here: <http://gavotte.dlib.indiana.edu/apps/imageproc/inharm/accounts.html>. If you have forgotten your password, you can [reset it yourself](#).

## Create New Record / Search for Existing Record

The first screen you'll see after login is the "Search" window. Once here you can do one of two things:

- Create a new record (pre-scanning)
- Search for an existing record for viewing/editing

IN Harmony Search Window - Version 0.95

Create a new record: ?

Score ID:

Or search for an existing record:   Include other institutions

Score ID:  Status:

Title:  Scanned:

Name:  Suppressed:

ID ▲	Status	Title	Composer
ihs-SHMU_01_01	needs attention	Oh by Jingo!	Tilzer, Albert Von
ihs-SHMU_01_02	not cataloged		
ihs-SHMU_01_03	not cataloged		
ihs-SHMU_01_04	not cataloged		
ihs-SHMU_01_05	not cataloged		
ihs-SHMU_01_06	not cataloged		
ihs-SHMU_01_07	not cataloged		
ihs-SHMU_01_08	not cataloged		
ihs-SHMU_01_09	not cataloged		
ihs-SHMU_01_10	not cataloged		
ihs-SHMU_01_11	not cataloged		
ihs-SHMU_01_12	not cataloged		
ihs-SHMU_01_13	not cataloged		

## Create New Record: Cataloging Before Scanning

If you would like to start cataloging before scanning, enter a valid score identification number in the "Score ID" field to create a new record. This identification number is unique for each institution and should match the filename that will be assigned to the digitized sheet music once it is scanned. Make sure to carefully assign the "Score ID," as this number can not be edited.

Example identifications numbers for each institution are:

Indianapolis Historical Society: **ihs-institutionID**

Indiana State Library: **isl-institutionID**

Indiana State Museum: **ism-institutionID**

Lilly Library: **LL-institutionID**

The institutional prefix (ihs, isl, ism, or LL) is mandatory.

After adding a new record, you will automatically be taken to an "Edit" screen to begin cataloging.

[top^](#)

## Search for Existing Record: Cataloging After Scanning

### Limiting Results by Institution

By default, your search results are limited to records pertaining to your institution. You can see records for all institutions by checking the "Include other institutions" option on the top-right of the search screen. Records belonging to institutions other than yours can only be viewed, not edited. To see results only from your institution, leave the "Include other institutions" unchecked.

### Searching by Status

You can search for existing records several ways, but searching by status is probably the most common approach. There are three main statuses for existing records: **cataloged**, **needs attention**, and **not cataloged**. All of these records can be edited or viewed accordingly.

- Records that have met all the cataloging requirements are marked as "**cataloged**." These records can still be edited.
- Records that need to be revisited for reasons such as name authority completion or subject assignment can be marked as "**needs attention**."
- Digitized sheet music uploaded for quality control will automatically create a stub record that contains only an identification number. These records are marked as "**not cataloged**."

### Search by Score ID

To find a specific record, you can search by that record's score identification number. You can also only enter the prefix for your institution in this field (e.g., isl), and all records starting with that prefix will be retrieved.

### Search by Title

You can conduct a keyword search in the title field. You can enter a partial title (e.g., lullaby for "Number Ten Lullaby Lane") or you can enter the complete title (e.g., Number Ten Lullaby Lane). Exact phrase searching is not supported; do not use quotes around your title.

### Search by Name

You can conduct a keyword search in the name field. You can enter the first or last name (e.g., Warren) or you can enter the complete name (e.g. Warren, Bob). Complete names must be entered in inverted order (e.g., last name, first name). Names can also be partially entered (e.g. War for Warren or Warren, B), but only if entering last name only or complete last name, partial first name.

### Scanned and Suppressed

Like "Searching by Status," you can search for existing records based on their "Scanned" or "Suppressed" statuses.

[top^](#)

## Results

Results for existing records will appear in the section below the search form. Records can be sorted according to ID, Status, Title and Composer by clicking on the column headings for each of these.

If you double-click on a record, it will automatically open up the "Edit" screen. You can also click once on a record and select "Edit Record" or "View Record." The "View" screen provides a read-only view of all the metadata that has been assigned to that record.

[top^](#)

## Create/Edit Record

Every record contains 6 major areas for description: [Title](#), [Name](#), [Publisher](#), [Subject](#), [ID](#) and [Note](#). Record status can be designated from this screen (cataloged, needs attention, not cataloged). "Suppress" status can also be assigned to the record. For more cataloging content guidelines, visit the [IN Harmony Cataloging Guidelines](#).

For sheet music that has been scanned, a thumbnail of the sheet music cover will be visible in the cataloging interface. Clicking this thumbnail will launch a PDF version of the scanned sheet music in a separate browser window. This will facilitate easy toggling between the sheet music images and the Edit screen as you catalog.

## Saving and Canceling Record / Navigating Across Records

The bottom of the Edit screen contains several action buttons:

- **Cancel** will close the screen without saving any change

- **Save** your record anytime while cataloging without closing the Edit screen
- **Save and close** should be selected once you are done with cataloging
- **Prev** allows you to navigate to the record preceding the one you are editing; you will be prompted to save the record or cancel without saving before moving to the previous record
- **Next** allows you to navigate to the record following the one you are editing; ; you will be prompted to save the record or cancel without saving before moving to the next record

"Save" and "Save and Close" will prompt you to designate a cataloging status (cataloged, needs attention, not cataloged) before saving.

### Auto-Completion

Nearly all the data entry fields in this cataloging tool will contain lists of previously-entered values to help you more efficiently catalog. Some lists will develop and grow over time as the partnering institutions contribute new cataloging records and other lists, such as Subject/Instrumentation, will contain a small-set of pre-defined values.

[top^](#)

### Title

The "Title" tab contains seven types of title for cataloging: Title, Uniform title, First line, First line of chorus, Alternative title, Title of larger work and Series title.

If the title of the piece begins with an article, enter the article (e.g., the, a, etc.) in the "Nonsort string" box. The remainder of the title should be entered in the box next to the title type box.

Certain title entries can only be assigned once while others can be assigned multiple times. All titles need to be initially added by clicking the "Add" button after entering the title information. Thereafter, certain titles can be replaced (by clicking the "Replace" button) or additionally added (by clicking the "Add" button) according to the requirements associated with a particular title element.

### Title

Title (title proper) is the only required element in the "Title" tab. After entering the title, click "Add." If the title was entered incorrectly, enter the new title with the appropriate non-sorting string and click "Replace."

**Uniform title**

This element is not required, but can only be assigned once.

**First line**

This element is not required, but can only be assigned once.

**First line of chorus**

This element is not required, but can only be assigned once.

**Alternative title**

This element is not required, but can be assigned multiple times.

**Title of larger work**

This element is not required, but can only be assigned once.

**Series title**

This element is not required, but can be assigned multiple times.

**Edit/Delete**

Individual title entries can be deleted or edited. To delete a title entry, select the title row and click "Delete." To edit a title entry, select the title row and click "Edit." This will launch a small window where you can make changes to the title information.

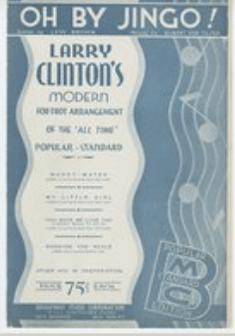
[top^](#)

**Name**

Edit Score Object: ihs-SHMU\_01\_02

Score ID: ihs-SHMU\_01\_02  
 Institution: Indiana Historical Society (ihs)  
 Status: not cataloged  Suppress this record View Access Data

	Title	Name	Publisher	Subject	ID	Note
	<div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> <span style="border: 1px solid gray; padding: 2px; margin-right: 5px;">Composer</span> <input style="flex-grow: 1;" type="text"/> <span style="border: 1px solid gray; padding: 2px; margin-left: 5px;">Add</span> </div>					
		<div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> <span style="border: 1px solid gray; padding: 2px; margin-right: 5px;">Personal</span> <span style="border: 1px solid gray; padding: 2px; margin-left: 5px;">IN Harmony rules</span> </div>				
Delete	Type ▲	Value	Personal?	LCNAF?		
	Arranger	Clinton, Larry	Y	N		
	Composer	Tilzer, Albert Von	Y	N		
Edit	Lyricist	Brown, Lew	Y	N		



[View copy 1](#)

Cancel
Prev
Next
Save
Save and Close

The "Name" tab contains eight types of names for cataloging: Composer, Arranger, Lyricist, Performer, Dedicattee, Engraver, Lithographer and Artist. None of the name types are required and all can be assigned multiple times.

Names can be designated as Personal or Corporate and can either follow the Library of Congress Name Authority File (LCNAF) or IN Harmony rules for formatting.

To add a name, select the name type (e.g., Composer), enter the name and click "Add."

### Edit/Delete

To delete a name entry, select the name row and click "Delete." To edit a name entry, select the name row and click "Edit." This will launch a small window where you can make changes to the name information.

[top^](#)

### Publisher

**Edit Score Object: ihs-SHMU\_01\_02**

Score ID: ihs-SHMU\_01\_02  
Institution: Indiana Historical Society (ihs) [View Access Data](#)

Status:   Suppress this record

Title	Name	Publisher	Subject	ID	Note
Publisher Name: <input type="text"/>					
Date: <input type="text"/>		Copyright <input type="text"/>	Exact <input type="text"/>		
Publishing Place: <input type="text"/>					
<a href="#">Switch to advanced</a> <a href="#">Add</a>					
Delete <input type="button" value="Delete"/>					
Edit <input type="button" value="Edit"/>					
Publisher ▲					
Broadway Music Corporation (1919; Copyright; Exact) [New York, NY]					

[View copy 1](#)

The "Publisher" tab supports the entry of publisher name, publisher place and date. None of these elements are required and only two are repeatable, publication place and date.

Date can be specified as either Copyright or Publication and can be further designated as Exact, Approximate, Inferred or Questionable.

To add publisher information, enter either the name, date or publication place and then click the "Add" button. If you enter a date, be sure to specify the date type.

In the rare occasion you come across a publisher with two distinct publication places and/or two distinct dates, click on the "Switch to advanced" button to add the additional place names and dates. If you have multiple dates and place names, you should add the them in corresponding order date-name order.

Title | Name | Publisher | Subject | ID | Note |

Publisher Name: Sheet Music Are Us

Date: (1923; Copyright; Exact) (1925; Publication; Exact) Add Date Reset Date

Publishing Place: New York, NY; Richmond, IN Separate multiple entries with semicolon

Switch to basic Add

**Publisher**

Sheet Music Are Us (1923; Copyright; Exact) (1925; Publication; Exact) [New York, NY] [Richmond, IN]

### Edit/Delete

Individual publication entries can be deleted or edited. To delete a publication entry, select the publisher row and click "Delete." To edit a publication entry, select the publisher row and click "Edit." This will launch a small window where you can make changes to the publication information.

[top^](#)

### Subject

**Edit Score Object: ihs-SHMU\_01\_02**

Score ID: ihs-SHMU\_01\_02

Institution: Indiana Historical Society (ihs) View Access Data

Status: not cataloged  Suppress this record

Title | Name | Publisher | Subject | ID | Note |

Subjects Form/genre  Add Enter LCSH

Language  Add

Instrumentation Piano  Add

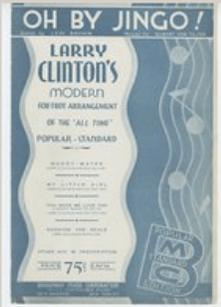
Places

Country:   State   Province   County  City:  Add

Other named place:  Add

	Type ▲	Value
<span>Delete</span>	Form/genre	Fox trot
<span>Edit</span>	Instrumentation	Violin
	Instrumentation	Piano
	Language	English

Cancel Prev Next Save Save and Close



[View copy 1](#)

The "Subject" tab supports the entry of several subject-related elements: Subjects, Language, Instrumentation and Places.

None of the subject types are required and all can be assigned multiple times.

### Subjects

There are two ways to enter subjects in this section:

- by selecting a subject type and manually entering the corresponding term
- by clicking on "Enter LCSH"

Subjects can be added manually by selecting the subject type, Topical, Form/genre, Temporal, Cover subject and Local subject, entering the corresponding value and clicking "Add."

Subjects can also be added by using the "Enter LCSH" screen, which is designed to assist those who normally use pre-coordinated LCSH subject strings. Here you can copy and paste the authorized subject heading from where you conduct authority work, and have the system break up the headings into corresponding subject facets by clicking "Process." You can then assign each term to a specific facet: Topical, Form/Genre, etc. or leave terms unassigned for the time being. However, all terms should be assigned to a subject type before deeming the record "cataloged."

Facet	Subject Type
Ragtime	Don't include
Piano music	Form/genre
	Don't include
	Topical
	Form/genre
	Temporal
	Cover Subject
	Local Subject
	Language

#### Language

Language(s) will not be assigned unless specified. To enter a language, type the language box and click "Add." This element is not required, but multiple values can be entered.

#### Instrumentation

Select from a pre-defined list of instrumentations, Piano and Voice; Piano; Piano, Voice and Chords; Piano and Chords; and Voice, or select Other and enter the instrument (e.g. Ukulele) in the adjoining box. If more than one "other" instrument is necessary, click "Add" to enter the first instrument, then repeat this process to add each subsequent instrument.

#### Places

Enter the country, state/province or county, city or other named place associated with the music or lyrics and click "Add."

#### Edit/Delete

Individual subject entries can be deleted or edited. To delete a subject entry, select the subject row and click "Delete." To edit a subject entry, select the subject row and click "Edit." This will launch a small window where you can make changes to the subject information.

[top^](#)

#### ID

The "ID" tab supports the entry of Call number, Plate number, Publisher number and Catalog number. None of these elements are required and all but call number are repeatable.

To add an identification number, select the ID type (e.g., Catalog number), enter the identification number and click "Add."

#### Edit/Delete

To delete an identification entry, select the ID row and click "Delete." To edit an identification entry, select the ID row and click "Edit." This will launch a small window where you can make changes to the ID information.

[top^](#)

## Note

Add a note to record supplementary information about the piece of sheet music being cataloged. Notes are not required but can be assigned multiple times.

### Edit/Delete

To delete a note entry, select the note row and click "Delete." To edit a note entry, select the note row and click "Edit." This will launch a small window where you can make changes to the note information.

[top^](#)